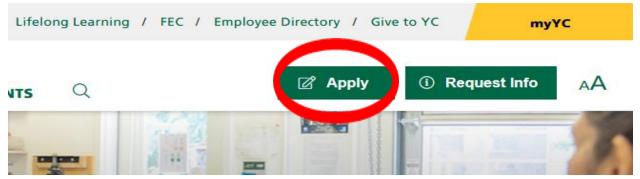


## #1 Apply for admissions

\*You must have your social security number, mailing address, email (including parent email) and phone number to complete admissions.

- 1. Go to www.yc.edu.
- 2. Click on **Apply** (upper right-hand corner).



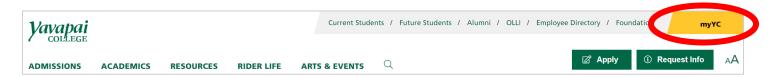
3. Click on Start your application.



- 4. State your proper high school and graduation date (or registration may be delayed)
- 5. You will be given a **Y number** and **username** at the end of the application.
- 6. Create a **password** that is at least 12 characters and a combination of upper case, lower case, numbers and special characters. **DO not use any form of your first name, last name, or birthday**. An example of good password that meets all the criteria is: llovepizza16!
- 7. Write your password down with your Y# and username. Take a picture with your phone so that you have this information at all times.

## #2 Wishlist your classes

- 1. Go to www.yc.edu and click on the yellow button in the top right to login.
- 2. Enter your username and password/

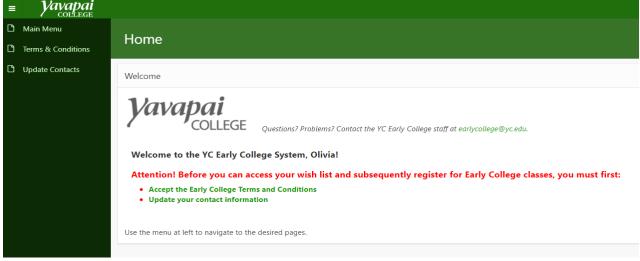


\*Can't remember your password? Please have the last 4-digits of your social security number and call the Help Desk: (928) 776-2168. You may reset your own password on the online tool: <a href="http://www.yc.edu/password">http://www.yc.edu/password</a>

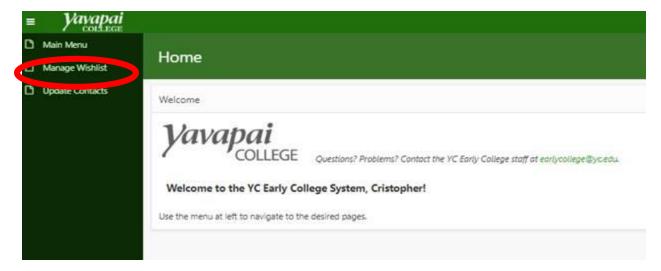
- 3. Select the **Students** button. Then select **Dual Enrollment/JTED** Link.
- 4. Accept the Terms and Conditions & Update Contacts.



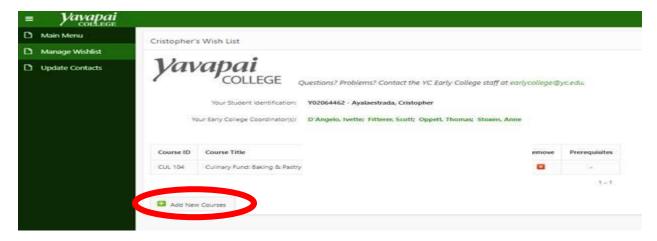




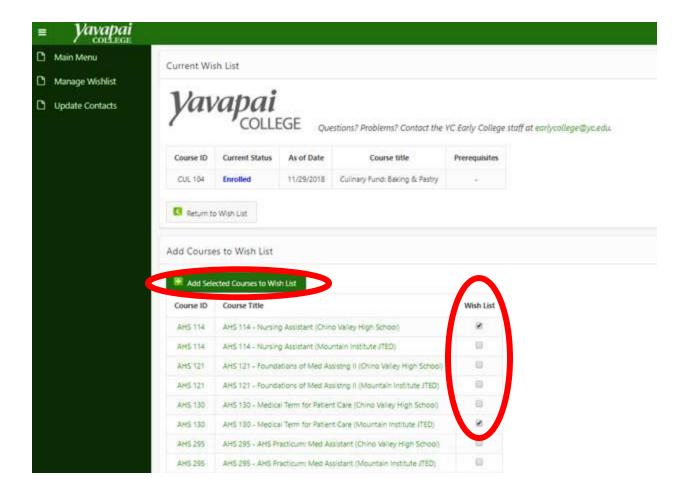
5. Select Manage Wishlist.



6. Select Add New Courses.



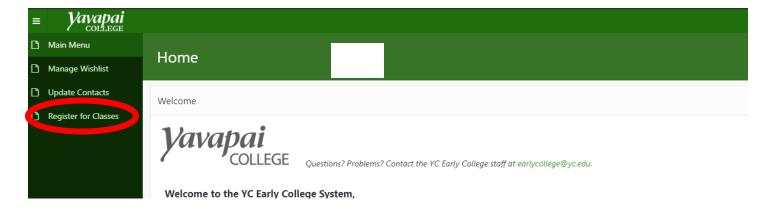
7. Select the **checkboxes** of the classes that you want to add to the wishlist. Then select **Add Selected Courses to Wishlist**.



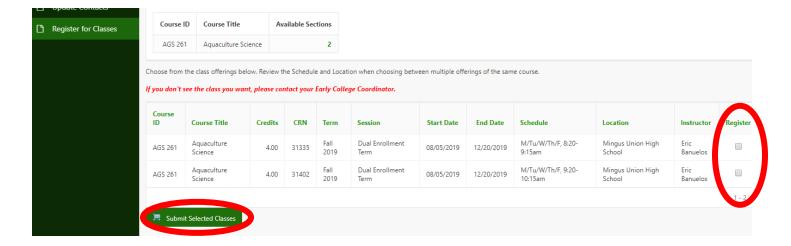
## **#3 Register**

\*You will be able to register for courses after your high school coordinator has approved your wishlisted classes.

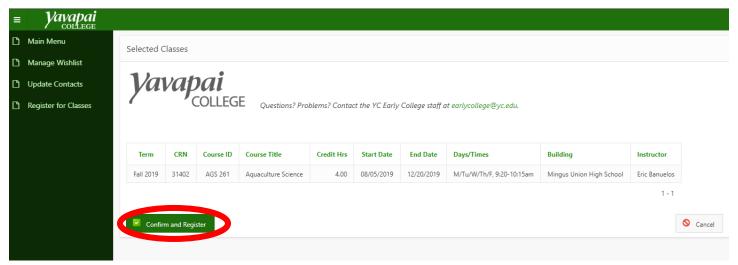
1. Select the **Register for Classes** link on the left.



- Select the classes that align with your high school class schedule.
- 3. Check **Register** on the right-hand side.
- 4. Click Submit Selected Classes.



5. Click Confirm and Register.



## \*Unmet Prerequisites

 If you have an unmet prerequisite, select the magnifying glass on the right side to review the unmet prerequisites. Your high school counselor or YC advisor can enter your high school GPA, algebra II grade, senior English grade, or a combination to help you meet the prerequisites if your school allows multiple measures.

Course ID	Course Title	Credit Hours	Status	Last Updated By	Prerequisites
MAT 187	Precalculus	5.0	Unmet Prerequisities	Adaniya, Kirsten J	Q
WLD 210	Gas Metal Arc Welding	4.0	Approved	Rosfeld, Ellen Marie	

2. If you do not meet the prerequisites with your high school grades, schedule your **Accuplacer test** here: https://www.yc.edu/v6/testing-center/

Congratulations, you are now a Yavapai College student! Please meet with your college advisor at least once a semester, and frequently check the academic calendar for important dates: <a href="https://www.yc.edu/v6/registrar/calendar.html">https://www.yc.edu/v6/registrar/calendar.html</a>